



Chemical Management Section Green & Healthy Schools Assessment

Chemicals, although sometimes useful, can be very dangerous to you and the environment especially if they are not handled or stored properly. Chemicals are found in many locations throughout a school, including labs, custodial closets, and nurse's offices. The key to chemical safety is proper handling, storage, and disposal. This section will help identify various chemicals within your school and chemical handling, storage, and disposal practices. It will start you thinking about safely handle chemicals, reducing the amount of chemicals stored in your school, and lowering the risk of an accident or spill.

School Name: _____

Date: _____

Conducted By:

Teachers and other appropriate staff should complete the following questions for each of these areas/rooms: Science Labs, Art Rooms, Tech Ed. Rooms, Custodial Closets, and Nurse's Office. Consider compressed gas a chemical. Make a copy of this section for each of the rooms/areas.

A. Chemical Inventory

- How often is an inventory of your chemicals conducted?
☐ Once every semester or more frequently
☐ Once every year
☐ Once every 2 years
☐ Less frequently than once every 2 years

B. Labeling

- Are all chemicals labeled with the date of receipt, or preparation?
☐ Yes
☐ Some
☐ No
- Is the chemical name(s) of the substance(s) inside the container clearly identified on the label for all stored chemicals?
☐ Yes ☐ No
If no, which chemical containers do not include the accurate chemical name on the container?

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3. If the chemical is in solution, is the concentration of the solution clearly identified on the label (molarity or strength) for all stored chemicals?

☐ Yes ☐ No

If no, which chemical containers do not include the accurate concentration on the container?

4. Are the labels themselves tightly secured onto all chemical containers and is all writing legible?

☐ Yes ☐ No

If no, what type of labeling system do you feel would provide a more secure option?

C. Storage

1. Are stored chemicals kept for more than one year?

☐ Yes
☐ Sometimes
☐ No

2. Are all chemicals stored in a locked storage room or storage closet?

☐ Yes
☐ Some are stored in rooms/closets that do not have locks.
☐ No

3. If chemicals are not stored in locked storage rooms or closets, where are they stored?

4. Who has access to the chemical storage rooms/custodial closets?

5. Are chemicals properly stored either by chemical family or according to the Flinn chemical inventory system?

☐ Yes ☐ No

6. Are Material Safety Data Sheets (MSDS) readily available for all chemicals used in this room/area? ***Excluding retail chemicals/cleaners which can be purchased for household use (e.g. Windex®, Wite Out®, etc.).***

☐ Yes ☐ No

7. Where are MSDS Sheets located?

☐ In each room where chemicals are being used.
☐ In the office.
☐ In the chemical storage room/closet.
☐ Other _____

8. Does your school keep an updated inventory list of the chemicals stored in each chemical storage room/closet?

☐ Yes ☐ No

9. Does the local fire department know the location of all chemical storage areas in the building?

☐ Yes ☐ No

10. Are the chemical storage areas identified as a "storage area" using the OSHA diamond identification system?

☐ Yes ☐ No

D. Disposal

1. Does your school have a disposal list of chemicals classified as hazardous?
☐ Yes ☐ No
2. Are hazardous chemicals disposed of as outlined by their MSDS sheet?
☐ Yes ☐ No

E. Purchasing

1. Are chemicals or chemical based substances purchased in bulk or in small quantities on an as needed basis?
☐ All or most chemicals are purchased in bulk.
☐ Some chemicals are purchased in bulk.
☐ All or most chemicals are purchased in small quantities as needed.
2. Are less hazardous or environmentally friendly chemical substitutions considered when purchasing chemicals?
☐ Yes ☐ No
3. If so, which chemicals have been replaced with less hazardous or environmentally friendly alternatives?

F. Curriculum and Community

1. Is chemical safety/handling included in the curriculum?
☐ Yes ☐ No

If so, in what subject(s) is it included and at which grade levels?

2. Do all students and staff wear appropriate personal protection equipment when handling chemicals or scientific apparatus?
☐ Yes ☐ No
3. Are classrooms/labs equipped with appropriate safety equipment?
☐ Yes ☐ No
4. Does your community have a chemical collection program to encourage the proper disposal of chemicals?
☐ Yes ☐ No

If yes, are schools allowed to participate?